

DCPS - USER ID / PASSWORD AUTHORIZATION

I am requesting logon access to the Defense Civilian Pay System at: CHARLESTON, SOUTH CAROLINA
Operating Location

This logon id will be used by me exclusively for: _____
Write in Reason (CSR Input, T&A Input, HRO View)

ACCESS REQUESTED FOR DCPS DATABASE: ZGT ZG2 ZL0 ZFA ZFR (Please indicate)

****ACTIONS TAKEN VIA THIS LOGON ID ARE SUBJECT TO BEING MONITORED AND WILL BE LOGGED****

(Please Print)

User's Name: _____ Phone: _____

Site Activity/UIC: WOUVAA/ Email: _____

TERMINAL USER RESPONSIBILITIES

1. MEMORIZE YOUR PASSWORD. DO NOT maintain written copies of your password.
2. DO NOT DIVULGE YOUR PASSWORD(S) TO ANY OTHER PERSON. This userid is for your exclusive use. Protect your keyboard and screen while entering your password.
3. Use ONLY YOUR OWN USERID and PASSWORD.
4. DO NOT LEAVE YOUR TERMINAL UNATTENDED WHILE LOGGED ON.
5. IF YOUR PASSWORD IS COMPROMISED notify your cognizant Terminal Area Security Office (TASO) immediately. If you have no TASO notify the DCPS Customer Support Division.
6. PASSWORDS. Each person issued an account is responsible for maintaining their own password. Initial passwords for all new accounts are issued in an expired state and must be change during your initial logon. Passwords must contain between 6 and 8 alphanumeric characters and are valid for a maximum of 90 days after being changed by the user. Passwords SHOULD NOT consist of easily identifiable words or be uniquely identifiable to you (such as your child's name or your favorite sports team).
7. This account is issued for the PERFORMANCE OF OFFICIAL DUTIES ONLY. Any other use is strictly prohibited.
8. All DCPS production data contains sensitive unclassified information that is subject to protection from disclosure under the Privacy Act of 1974. All hardcopy or other output containing such data must be safeguarded and disposed of properly. No controlled unclassified information shall be stored on a PC at any time.
9. Provide your TASO or Payroll Office Security Officer with a copy of this form.

USER CERTIFICATION

I have read the above terminal user responsibilities and understand my obligations.

Date _____ User Signature _____

DCPS ISSO/COORDINATOR ISSO/CSR SITE SECURITY AUTHORIZATION

User briefed on DCPS security Policy on _____
Date _____ Authorized Signature _____

LOGON ID: _____ USERID/Password Issued On: _____

